

Tips

Press TAB to go to next field, or use mouse to position cursor in desired field, and click to enter text.

Press SHIFT + TAB to return to previous field.

You can select the page you wish to view or work on by clicking on that page in the “Bookmarks” panel on this window’s left panel.

Notice

If you have Adobe® Acrobat® Reader® versions 4.0 or 5.0, you can save a blank form to your computer, which you can fill out at your leisure.

However, Acrobat Reader does not allow you to save a completed form. If you close a file into which you have just entered data, you will lose that data. You must print out the completed form before you close the file. Mail the completed printout to the address noted on the form (remember to keep a printed copy for your records).

If you have the *complete* version of Acrobat 4.0 or 5.0, you can save your form with its data intact.

Do NOT e-mail completed forms to Workers’ Compensation; the data on e-mailed forms is not protected.

For more information about Adobe’s Acrobat products or to download Acrobat Reader upgrades, visit Adobe online at www.adobe.com.

